



Live-in Caregivers Guide

What is a live-in caregiver?

A caregiver who permanently or for an extended period of time resides in the same residence as the Health First Colorado (Colorado's Medicaid Program) member receiving services.



How is status determined?

Live-in caregiver status is determined by meeting requirements established by the U.S. Department of Labor, Internal Revenue Service, or Department-approved extenuating circumstances.

Who's eligible?

Types of services that are eligible or ineligible for live-in caregiver exemptions can be found in the [Live-in Caregiver section](#) of the EVV Program Manual.



Why exempt live-in caregivers?

The Department recognizes the unique challenges of collecting EVV for certain types of care, often delivered incrementally and without clearly defined start and end times, this allows providers to be exempt from EVV if provided by a documented live-in caregiver.

See Next Page for Form
Information



Live-in Caregiver Exemption Form

Where do I find the form?

The Live-in Caregiver Form can be found on the [Resources Page](#) of the EVV Website under the Live-in Caregiver Section.



Who completes the form?

The member or caregiver is responsible for completing the form.

Where do I submit the form?

Completed forms must be sent to the provider agency or FMS vendor (ex: PALCO or PPL) for review. If attesting to Part C: Extenuating Circumstances, forms will need to be sent to EVV@state.co.us for pre- approval.



Permissible Supporting Documentation

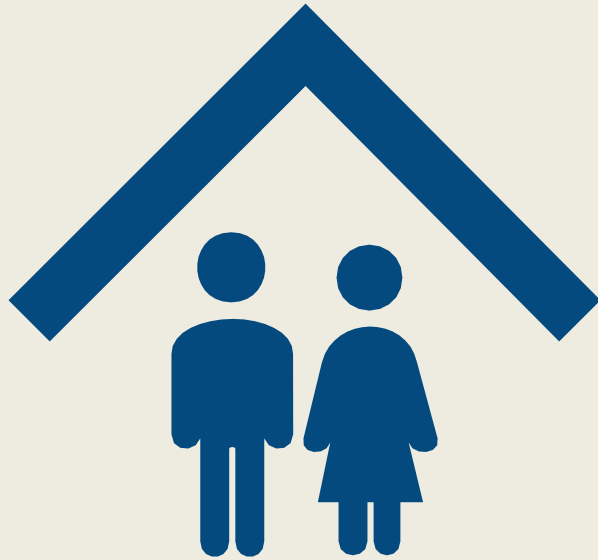
All documentation must be current or have a date within the last 3 months. A copy of both state IDs showing shared residency, address listed on tax returns, or automobile registration qualify as supporting documentation. [See the form](#) for a full list of acceptable documentation.

Part A, B, or C?

Select ONLY ONE option: Part A, B, or C. Select the option that best describes the caregiver's live-in status to the member. If the caregiver's live-in status is not best described by Part A or B, then Part C: Extenuating Circumstances may be appropriate and the Department's pre-approval is required.

See Next Page to Learn How to Apply





LIVE-IN CAREGIVER: HOW TO APPLY

Who should apply: A caregiver who lives or resides with the member can qualify as a "live-in caregiver" and be exempt from collecting EVV with permissible supporting documentation.

How to apply: Submit a completed [EVV Live-in Caregiver Attestation Form](#) with permissible supporting documentation to the provider agency or FMS. Follow the below steps to learn more:

Step 1: Complete Page 2 of the Live-in Caregiver Form

This section requires completing specific caregiver and member information as well as provider agency or FMS Vendor. For example, shared address and Medicaid ID.

Step 2: Complete Page 3 of the Live-in Caregiver Form

Select Part A, B or C based on the determination that best describes the caregiver/member living arrangement. Collect all required signatures. Note: Use Part C Extenuating Circumstances only if Part A or B are not applicable.

Step 3: Submit Form

Part A or B

If attesting to Part A or B submit to provider agency or FMS vendor. These do not require formal Department approval, however, the provider or FMS vendor must maintain records of the attestations and supporting documents in case of Department audit.

Part C

If attesting to Part C: Extenuating Circumstances, forms and supporting documentation will need to be sent to EVV@state.co.us for pre-approval. Provide supporting documentation to support the request, i.e. if selecting joint custody provide a copy of the custody documentation and the most relevant evidence for that definition.

Step 4: Bill Properly

Depending on your billing methodology, you will want to bill using place of service 99 or Condition Code 23 for all claim lines for Live-in Caregiver services. More information will be provided on the next page.

See Next Page for
Billing Information





Live-in Caregiver: Billing and Responsibilities

Billing Provider Responsibilities

1. Billing providers are responsible for compiling, maintaining, and validating all records justifying the status of each Live-in Caregiver for Department verification and auditing.
2. The Live-in Caregiver Attestation Form and all supporting documentation must be collected and validated prior to utilizing the Live-in Caregiver exemption.
3. Billing providers are responsible for using correct billing methodology that designates Live-in Caregiver services by claim line

How to Bill

Depending on billing methodology, the correct codes must be designated for all lines where a Live-in Caregiver delivered the service for claims billed:

- Place of Service 99 - CMS 1500 Billing Methodology
- Condition Code 23 - UB-04 Billing Methodology

Billing providers may submit claims including both Live-in Caregiver services and services requiring EVV records at the same time.

- Each claim line must appropriately indicate if a service was provided by a Live-in Caregiver.
- If the same service is provided by both a Live-in Caregiver and a non-Live-in Caregiver, the units billed to each should be billed on separate claim lines and indicated correctly.



CDASS - Employers of Record

- CDASS Employers of Record (EOR) are responsible for compiling, maintaining, and validating all records justifying the status of a Live-in Caregiver for Department verification and auditing.
- The Live-in Caregiver Attestation Form and all supporting documentation must be completed by the EOR.
- If information is incorrect or falsified, recoupment liability is with the EOR.

CDASS - FMS Vendor

- The Live-in Caregiver Attestation Form and all supporting documentation must be collected by the Financial Management Service (FMS) Vendor prior to utilizing the Live-in Caregiver exemption.
- FMS vendors are responsible for using correct billing methodology that designates Live-in Caregiver services by claim line.
- If Live-in Caregiver documentation is not collected by the FMS vendor, and EVV is not submitted, liability is with the FMS vendor.

If you have additional questions,
contact the [EVV inbox](#)